

Sent to acctg ✓  
2/3

**Travel & Expense Account  
Transmittal Sheet**

**After Approval, Mail Receipts To**

DPA  
1515 S Street, Suite 400  
Sacramento, CA 95811



Employee Name	Endsley, Debbie
Expense Dates	12/22/09-12/22/09
Total Expense Amount	16.23
Amount Due Employee	16.23
Form ID	TEA000577488

**DIRECTIONS FOR SUBMISSION**

1. *Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.*

Date	Expense Item	Amount	If not submitted - Explain
1) 12/22	Office Supplies	16.23	

2. *Forward Transmittal Sheet and attached documentation through your approval process.*

I have reviewed ~~the~~ following documents.

Approved  
by: \_\_\_\_\_

## Travel & Expense Account Summary

**Employee Name** Debbie Endsley  
**Expense Dates** 12/22/09-12/22/09  
**Report Name** Debbie Endsley 01.14.10

**Request Total** \$ 16.23  
**Direct Charge Total** - 0.00  
**Travel Advances** - 0.00  
**Net Due Employee** = 16.23

Trip Totals		
Trip/Expense Category	Trip Name	Total Amount
Non-Travel Expenses	N/A	16.23

NOTE: (d)=Direct Charge

DATE	Tue Dec 22									TOTAL
Office Supplies	16.23									16.23
TOTALS \$	16.23									16.23

<b>Travel &amp; Expense Account Summary &amp; Detail</b>
--

<b>Trip/Expense Category</b>	<b>Trip Name</b>	<b>Date</b>	<b>Expense Item</b>	<b>Amount</b>	<b>Payment Type</b>
Non-Travel Expenses	N/A	12/22/09	Office Supplies	16.23	Cash